

SNS - Integrated Control System

Procedure: SNS-PR-001

Title: WBS 1.1.9 and 1.9 Management Plan

The following tables list the procedures which will be used to manage WBS 1.1.9 and WBS 1.9 activities.

1. Budget/Cost Management (Finance) Procedures

Item	Description:	Procedures for work performed at:				
		LBNL	LANL	BNL	ORNL	ANL
1	Approval Requirements: Administrative procedure to establish a mechanism for proper authorizations	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
2	Funds Administration and Cost Management: How costs are managed and overruns are avoided	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
3	Charging to Final Cost Objectives, Cost Centers, and Other ORNL Accounts	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
4	Work Authorization System	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
5	Reconciliation of Cost Data: Reported by the project control system vs. the official accounting system	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
6	Cross-Reporting on CPR (How individual lab expenses are reported to CPR-reporting lab)	SNS-BC-03				

2. Configuration Management Procedures

#	Description	Procedure for work performed under WBS:						
		1.9.1/ 1.9.2	1.9.3 (LBNL)	1.9.4 (LANL)	1.9.5 (BNL)	1.9.6 (ORNL)	1.9.7 (ANL)	1.9.8 (ORNL)
1	CCB-4 Procedure	ICS-PR-003						

3. Engineering Procedures

#	Description	Procedure for work performed under WBS:						
		1.9.1/ 1.9.2	1.9.3 (LBNL)	1.9.4 (LANL)	1.9.5 (BNL)	1.9.6 (ORNL)	1.9.7 (ANL)	1.9.8 (ORNL)
1	Document Issuance Process	[[?]]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8

2	Design Change Notices	[[?]]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8
2	Field Change Notices	[TBD at later date]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8
4	Design Review Plan	[[?]]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8

4. Information Management (including Records)

#	Description	Procedure for work performed under WBS:						
		1.9.1/ 1.9.2	1.9.3 (LBNL)	1.9.4 (LANL)	1.9.5 (BNL)	1.9.6 (ORNL)	1.9.7 (ANL)	1.9.8 (ORNL)
1	Records Management Procedure	[ORNL-IO-003?]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8
2	Document Numbering Procedure	ICS-PR-002	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8
3	Publishing or Releasing Scientific and Technical Information	[ORNL-IO-154?]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8
4	Computer and Information Security	[ORNL-IO-002?]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8

5. Procurement Procedures

#	Description	Procedure for work performed under WBS:						
		1.9.1/ 1.9.2	1.9.3 (LBNL)	1.9.4 (LANL)	1.9.5 (BNL)	1.9.6 (ORNL)	1.9.7 (ANL)	1.9.8 (ORNL)
1	Basic Procurement Process	[[?]]*	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8

*I'm assuming we need something saying how we decide who procures a given set of equipment for WBS 1.9.2.

Also how funds get moved from the "money holding lab" to the "actual procuring lab" to pay for the procurement.

6. Project Management Procedures

#	Description	Procedure for work performed under WBS:						
		1.9.1/ 1.9.2	1.9.3 (LBNL)	1.9.4 (LANL)	1.9.5 (BNL)	1.9.6 (ORNL)	1.9.7 (ANL)	1.9.8 (ORNL)
1	Work Package Preparation	[Use LANL's ?]	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7	Same as WBS 1.8
2	Team Organization and Responsibilities	[[?]]	[[?]]	[[?]]	[[?]]	[[?]]	[[?]]	[[?]]
3	Performance Measurement Procedure(s)	[Use LANL's ?]						

7. Packaging & Transportation

Item	Description:	Procedures for materials whose procurement and/or shipping originates at:				
		LBNL	LANL	BNL	ORNL	ANL

1	Procedures covering the issues involved in getting items from the laboratory or its supplier, to the site.	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
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8. QA Quality Assurance

Item	Description:	Procedures for work performed at:				
		LBNL	LANL	BNL	ORNL	ANL
1	SNS QA Training, orientation to SNS QA	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
2	SNS Project Surveillances: labs may have procedures to cover this	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
3	QA Plan: (Complies with the SNS QA Plan and local laboratory QA Program guidance)	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7
4	Software Quality Assurance	[Use same procedure for all labs?]				
5	Software Development Plan	[Use same procedure for all labs?]				

9. Safety Management

Item	Description:	Plan for work performed at:				
		LBNL	LANL	BNL	ORNL	ANL
1	ISMS Plan	Same as WBS 1.3	Same as WBS 1.4	Same as WBS 1.5	Same as WBS 1.6	Same as WBS 1.7